

## INSTRUCTIONS FOR PREPARING TRAVEL **AUTHORIZATION** FORM

Office of Legal Education

Columbia, SC, 29201

<http://www.usdoj.gov/usao/eousa/ole.html>

### 1. Voucher Information

Voucher Date	Enter Date Authorization is Prepared.
Auth Vch Type	Mark "Original"
Traveler	Enter the traveler's Full Name, Last Name First
YregDoc	Enter Document Control Number. It is next to your name in Attachment A of the Acceptance Memorandum.
Act Class	Enter the accounting classification code. It can be found on Attachment A of the Acceptance Memorandum.
SSN	Enter Your Social Security Number.
FY	Enter Fiscal Year in Which Travel Starts.

### 2. Mode of Transportation Authorized - Mark the mode of transportation authorized.

If you are flying to the NAC, check the common carrier box.

If you plan on using your own car to drive to the NAC, check the POV box and the box which says "Cost not to exceed that of Common Carrier." Enter the mileage rate, which is currently 34.5 cents per mile.

If you plan on renting a car to drive to the NAC from your home, check the POV box and the box which says "Cost not to exceed that of Common Carrier."

Remember, if you fly to the NAC, car rental reimbursement is not authorized.

### 3. Mode of Subsistence

Mark the box "Per Diem Based on lodging plus meals and incidental expenses NTE GSA Location Rates." See Acceptance Memorandum for more information.

### 4. Planned Itinerary

From	Enter the City and State where you are traveling from. (e.g. OH, Youngstown)
To:	Enter the City and State where you are traveling to. (e.g. SC, Columbia)
Departure Date	Date you will depart for training.
Return Date	Date you will return from training.

## 5. Estimated Cost

Lodging In most instances OLE will provide or pay for your lodging, so this column should be left blank. See your acceptance memorandum for more information.

M&IE Use this table to help you enter the amount for Miscellaneous and Incidental Expenditures (M & IE) (Please include your travel days when entering this amount.)

	@ NAC	@ Hotel
First Day	\$22.50	\$22.50
Last Day	\$10.50	\$16.50
Each Full Day	\$18.00	\$24.00

Thus, if you leave for the NAC on June 22 and return home on June 25, your M& IE will be \$69.00 (\$22.50 +18.00+\$ 18.00+\$10.50).

Days The number of days you will be on travel ... including your departure and return dates.

Estimate Enter the total amount of estimated lodging and M & IE in the ESTIMATE COLUMN (Since OLE usually prepays your lodging, this column usually equals your M & IE Estimate.)

Transportation If you work for any component of the Department of Justice, enter the cost of your round trip airline ticket. If you work for any Federal agency other than the Department of Justice, you should leave this area blank, since your airfare will be billed directly to OLE.

Other Enter \$75 in this space. This is the standard amount OLE obligates for miscellaneous items. You will be reimbursed for actual, authorized expenses; this is merely an estimate.

Total Enter the total estimated cost of the trip.

## 8. Other Descriptive Information

Description Enter the name of the course you are attending.

Type of Travel Mark "TDY"

Trav Purpose Mark " Training"

## 9. Authorization

Your supervisor should sign the form in this space.

When completed, **fax** the form to the Office of Legal Education on **(803) 544-5110**

**Need help? Confused? Have Questions?**

Please review your acceptance letter one last time, and if you still need help, call us from :00 AM to 5:30 PM:

Rosa Moore	(803) 544-5285
Tina Tolbert	(803) 544-5114
Steve Benda	(803) 544-5115
Paul Suddes	(803) 544-5111